

**PRINT in BLACK ink**

Enter the name of the county in which you are filing this case.

**STATE OF WISCONSIN, CIRCUIT COURT,**  
\_\_\_\_\_ **COUNTY**

*For Official Use*

The plaintiff is the person bringing the law suit.

Enter the Plaintiff's name and address. If two plaintiffs are living at the same address, then the names and addresses may be listed together.

For more plaintiffs, check the "additional plaintiffs" box and attach another sheet with their names and addresses.

**Plaintiff:**

First name Middle name Last name

Address

Address

City

State

Zip

☐ **See attached for additional plaintiffs.**

**-vs-**

**To: Defendant(s):**

First name Middle name Last name

Address

Address

City

State

Zip

☐ **See attached for additional defendants.**

☐ **Amended**

**Summons and Complaint  
Small Claims**

Case No. \_\_\_\_\_

- ☐ Claim for money (\$5,000 or less) 31001  
☐ Return of property (replevin) 31003  
☐ Eviction 31004  
☐ Eviction due to Foreclosure 31002  
☐ Arbitration award 31006  
☐ Return of earnest money 31008

If this is an Amended Complaint, check the box.  
Enter the case number given you by the Clerk.

The defendant is the person or business you are suing. Enter the name(s) and address(es) of the defendant(s).

For more than two defendants, check the "additional defendants" box and attach another sheet with their names and addresses.

On the far right: Check one of the boxes to show what type of small claims case you are filing.

**Note:** The clerk will provide the phone number for the disability box.

If you require reasonable accommodations due to a disability, in order to participate in the court process, please call \_\_\_\_\_ at least 10 working days prior to the scheduled court date. Please note that the court does not provide transportation.

**SUMMONS**

**Do not check either of these boxes.**

The clerk will check one or both and circle "AND" or "OR" according to local court procedure.

The clerk will circle what you need to do and will provide the date, time, and place to appear and/or answer.

**Note:** Leave dates blank; the clerk or plaintiff's attorney will enter them.

**To the Defendant(s):**

You are being sued as described below. If you wish to dispute this matter:

- ☐ You must appear at the time and place stated, AND/OR  
☐ You must file a written answer and provide a copy to the plaintiff or plaintiff's attorney on or before the date and time stated.

If you do not appear or answer, the plaintiff may win this case and a judgment entered for what the plaintiff is asking.

Clerk/Attorney Signature

**When to Appear/File an Answer**

Date Time

**Place to Appear/File an Answer**

Date Summons Issued Date Summons Mailed

**COMPLAINT**

Check the box for the type of small claims case you have filed.

See Basic Guide to Wisconsin Small Claims Actions (SC-6000V).

Briefly explain the facts and why the court should award you what you are asking for.

**For Eviction Actions:** If you are seeking money damages, you must also state that claim on this form. If you do not know the exact amount of money damages yet, state that the amount of money damages cannot yet be determined.

**If you need more room, check this box and attach additional sheets.**

**Plaintiff's Demand:**

The plaintiff states the following claim against the defendant(s):

1. Plaintiff demands judgment for: *(Check as appropriate)*

- ☐ Claim for Money \$ \_\_\_\_\_
- ☐ Eviction
- ☐ Eviction due to Foreclosure
- ☐ Return of property (replevin) *(Describe property in 2 below.)*  
*(Not to include Wis. Stats. 425.205 actions to recover collateral.)*
- ☐ Return of Earnest Money
- ☐ Confirmation, vacation, modification or correction of arbitration award.

Plus interest, costs, attorney fees, if any, and such other relief as the court deems proper.

2. Brief statement of dates and facts: *(If this is an eviction action and you are seeking money damages, you must also state that claim on this form.)*

\_\_\_\_\_  
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☐ **See attached for additional information.** Provide copy of attachments for court and defendant(s).

**STOP!**

**Take this document to a Notary Public BEFORE you sign it.**

After you have been sworn by a Notary Public, sign and print your name and date the document in front of the Notary Public.

Enter your or your attorney's phone number.

An attorney must enter his or her State Bar Number, law firm and address.

**Verification:** Under oath, I state that the above complaint is true, except as those matters stated upon information and belief, and as to those matters, I believe them to be true.

I am: ☐ plaintiff. ☐ attorney for the plaintiff.

Signature of Plaintiff or Attorney



Date

Attorney's State Bar Number

Plaintiff's/Attorney's Telephone Number

Law Firm and Address

Have the Notary Public sign, date, and seal the document.

Subscribed and sworn to before me on \_\_\_\_\_

Notary Public, State of Wisconsin

My commission expires: \_\_\_\_\_

*(Seal)*

**COPIES: For each person you are suing, make two copies of this signed original and any attachments, and bring them to the clerk of court.**